



COLORADO STATE UNIVERSITY PUEBLO

Southern Colorado Institute of Transportation Technology

Minutes for the Bylaws Subcommittee Meeting September 14, 2023, Thursday, 9:00 – 10:00 am

Attendees: Ms. Katharina Papenbrock, Ms. Kari Gonzales (Chair), Ms. Lisa Staes, Dr. Md Rashad Islam, Mr. Michael McMaster, Dr. John Williamson, and Dr. Gail Mackin.

The meeting was called to order at 9.01 am. Dr. Islam welcomed all in Attendees and thanked them for participating in the Bylaws subcommittee. Introduction of attendees followed up.

Dr. Islam shared the draft of the Bylaws before the meeting that he developed based on the CUTR at the University of South Florida and ICR bylaws. Dr. Islam declared and pointed out two small editorial changes based on Dr. Kinney’s suggestions after he distributed the file. Ms. Gonzales asked the members whether they read the draft and listed any findings. Ms Staes shared that she did find that the link listed is outdated and shared some editorial revision of texts. Mr. McMaster asked to include more conflict of interest statements from the training session in the previous general governing board minutes. He also added to delete the non-voting membership and proxy attendance. Mr. McMaster also added a comment that the House Bill does not include some information that is normally covered in other Bills. Ms. Gonzales asked to add a sentence on that the Board shall produce an annual report. The committee then started to read the document from the beginning and advised a number of editorial revisions.

The committee came up with the action items as follows:

- Dr. Islam will clean up the working file that he was working in the shared screen and share it to the members in a track-change format by 9/24.
- The members will share any feedback on the shared file by 10/6.
- Dr Islam will revise the draft file again and will share it about one week before the 10/19th meeting.

In the response to the action items, Dr. Islam shared the revised track-change formatted file on 9/22. Additional feedback received in addition to editorial fixing are –

- Ms. Gongales deleted the ‘and the Director of the Institute’ from the sentence, ‘The Board and the Director of the Institute may invite subject matter experts to meetings.’ in Article 2. Ms. Staes advised not to delete it.
- Provost Mackin opened up a question to include non-board experts to serve on the subcommittees, saying “With only 9 board members and any number of potential subcommittees, should there be an option to invite non-board experts to serve on the subcommittees?”

- Dr. Williamson performed additional editorial revisions and shortened some sentences that seemed a bit confusing, one instance being the combination of sections under the presiding officers. In addition, he advised to delete the following three sentences from Article 2 as the Colorado House Bill does not include any state funding:
 - The Board shall direct the spending of any money received by the institute.
 - The Board shall approve the institute's annual budget.
 - The Board, in consultation with the Director of the Institute must fund research, education, and training through an open, competitive process using best practices.

- Dr. Islam proposed, instead of deleting these three sentences, these could be elaborated a bit to make it clear as follows:
 - The Board shall direct the spending of any State of Colorado money received by the institute.
 - The Board shall approve the institute's annual budget, if submitted to the State of Colorado.
 - "The Board, in consultation with the Director of the Institute must fund research, education, and training through an open, competitive process using best practices, if there is state funding."

- Dr. Islam shared the revised file again on 10/12.

The meeting on 9/14 was adjourned at 10:03 am.